



Health, Safety and Wellbeing Policy

2025/26

Document 1:

The HS&W policy statement and commitment, the strategic organisation and the summary of arrangements.

Date of approval	People involved	Notes	Date of next review
September 2022	Dr Danny Doyle (CEO); Anne Rolls (Chair of the Board)	Version: 1	
April 2023	Gloria Speed (Estates & Operations); Jo Hughes (Delegated Services)	Version: 2	

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September 2024	Gloria Speed (Estates & Operations)	Version: 3	
September 2025	Dr Danny Doyle (CEO); Kristina Wiland (Delegated Services)	Version: 4	September 2026

Document 1: Health and Safety Policy Statement

Document 1 introduces the general statement of commitment to ensuring health, safety and well-being of employees and other people. This is to meet the statutory requirements of the *Health and Safety at Work etc Act 1974*. Where appropriate the links with safeguarding and other related topics are mentioned. It shows the principal organisation in a chart and briefly describes the arrangements for achieving the objectives set out in the policy statement.

Document 2 goes into detail about the organisation and arrangements. The two documents together provide the main health, safety and well-being policy.

On specific important topics additional arrangements and sub-policies will follow leading to risk assessments, training and other aspects of good management.

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Statement of Health, Safety and Wellbeing Policy for The Cardinal Newman Educational Trust for 2025-26.

This statement of “Health, Safety and Wellbeing Policy” is produced in respect of Cardinal Newman Catholic Educational Trust. It forms the basis of future planning and implementation of health, safety and wellbeing (HS&W) matters.

1.0 The Cardinal Newman Catholic Educational Trust Statement of General Policy

1.1 The Cardinal Newman Catholic Educational Trust (Newman Catholic Trust) is the employer of its staff both centrally and at its academies. The Newman Catholic Trust will:

1.1.1 Accept its responsibility for setting out the overall establishment's HS&W Policy and undertake to take all reasonable steps within its power to prevent or reduce the possibility of:

- Harm, injury and ill-health to children, employees, parents, contractors, visitors to the school and members of the general public;
- Damage to property, plant, machinery, equipment, tools and other materials;
- Harm to the environment

1.2 Ensure, so far as is reasonably practicable, that the establishment’s budget reflects the finances necessary to implement Health, Safety & Wellbeing requirements.

1.3 Accept its responsibility under the Health and Safety at Work etc Act 1974, so far as is reasonably practicable to:

1.3.1 Provide plant, equipment and systems of work which are safe and without risks to health;

1.3.2 Make arrangements for ensuring the handling, storage and transportation of articles and substances are safe and without risk to health;

1.3.3 Provide suitable and sufficient information, instruction, training and supervision to enable all employees, children, parents and carers at the establishment to perform their work, learning and play safely and efficiently;

1.3.4 Promote the development and maintenance of sound HS&W practices, ensuring that any actions taken are inclusive and non-discriminatory;

1.3.5 Maintain the premises in a condition that is safe and without risks to health and ensure the maintenance of safe access to and exit from the premises;

1.3.6 Provide and maintain a working environment that is safe and without risks to health and adequate as regards welfare facilities for employees, children, parents and carers.

1.3.7 Provide as necessary personal protective equipment (“PPE”) to all employees, volunteers, parents, children and visitors in the setting, for the safe use of plant, machinery, equipment,

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tools, materials and substances for work or within the curriculum.

- 1.3.8 Maintain a close interest in all health and safety matters insofar as they affect all activities under the control of the establishment. In particular, we will work closely with other agencies sharing the premises to cooperate on work-related health and safety matters. They will also check that parents and carers and community groups are also health and safety aware.
- 1.3.9 Keep themselves up to date on relevant health, safety and wellbeing matters through trustees’ professional development, advice from the Trust and the setting’s competent person, CEO and Lead Trustee.
- 1.4 Recognise the requirement to engage and consult staff on Health, Safety and Wellbeing matters, which will be achieved by discussion through the Trust’s Risk Working Party safety committee and our academy’s appropriate committees, named as they wish, but addressing this policy’s requirements as set out.
- 1.5 Agree that one of their members to be designated the “Health and Safety Trustee” who will attend meetings of the Risk Working Party safety committee and speak on HS&W matters at full Trust meetings. H&S Lead trustee has a relationship with all of our Academies’ Local Governing committees and HS&W Governors.
- 1.6 Delegate authority for the development and implementation of this policy to the CEO who will:
 - ensure that arrangements will be made to bring this policy to the notice of all employees (including new, temporary and part-time employees) at their academy.
 - The CEO will also bring it to the attention of parents/carers, agency and other contract staff, contractors, volunteer helpers and the children so that they fulfil their duties to co-operate with this policy.
 - The CEO will liaise with other agencies and groups using the site to ensure consistent health and safety outcomes.
- 1.7 Recognise their responsibility for monitoring HS&W performance, including auditing and will require the CEO to present an annual report on Health and Safety, Wellbeing and related matters. This will include evidence of safety inspections carried out by representatives of the academies at least three times a year.
- 1.8 Seek to continually improve HS&W Policies, Procedures, Codes of Practice and Guidelines. Cross-cutting matters such as safeguarding and inclusion will be linked in so there are no policy gaps.
- 1.9 Review this policy annually to confirm that the arrangements are still appropriate. The review will take account of significant changes in the arrangements. This policy will be re-edited and re-issued within three months of the review date.

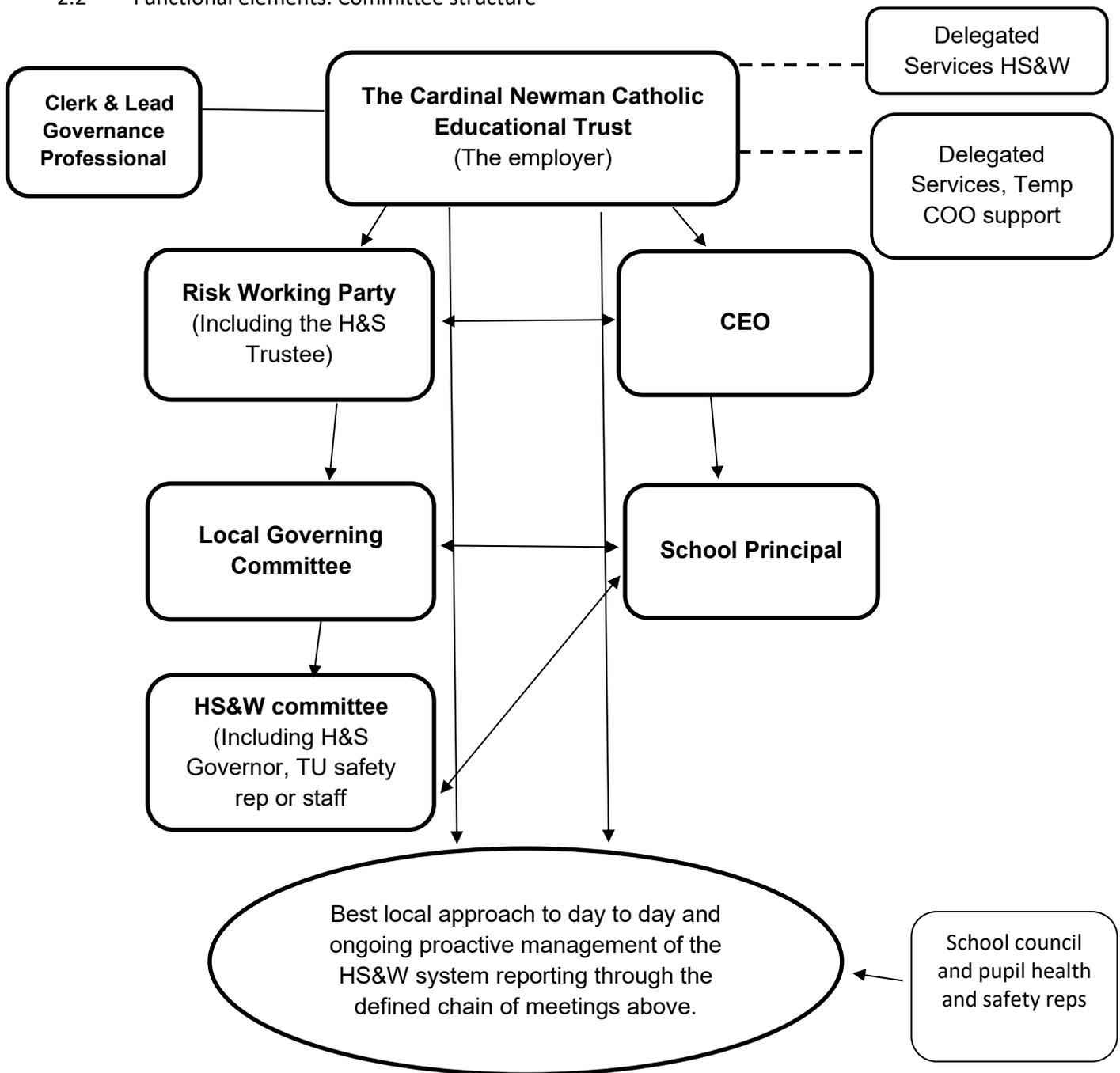
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Signed by the lead Trustee		Signed by the CEO	
Name		Name	
Signed		Signed	
Date of issue		Review Date	
Display points: HSW Noticeboards, online, induction packs.			

2.0 Headline Organisation and Arrangements

2.1 The Board of Directors of The Cardinal Newman Catholic Trust recognise the need to identify organisational arrangements for implementing, controlling and monitoring HS&W matters. In this matter, we follow the guidance in document *HSG 65 Managing for Health and Safety* published by the Health and Safety Executive. We also accept the need to consult individuals before allocating particular health, safety and wellbeing functions. Individual duties, including reporting arrangements and, therefore, organisation and accountability, follow.

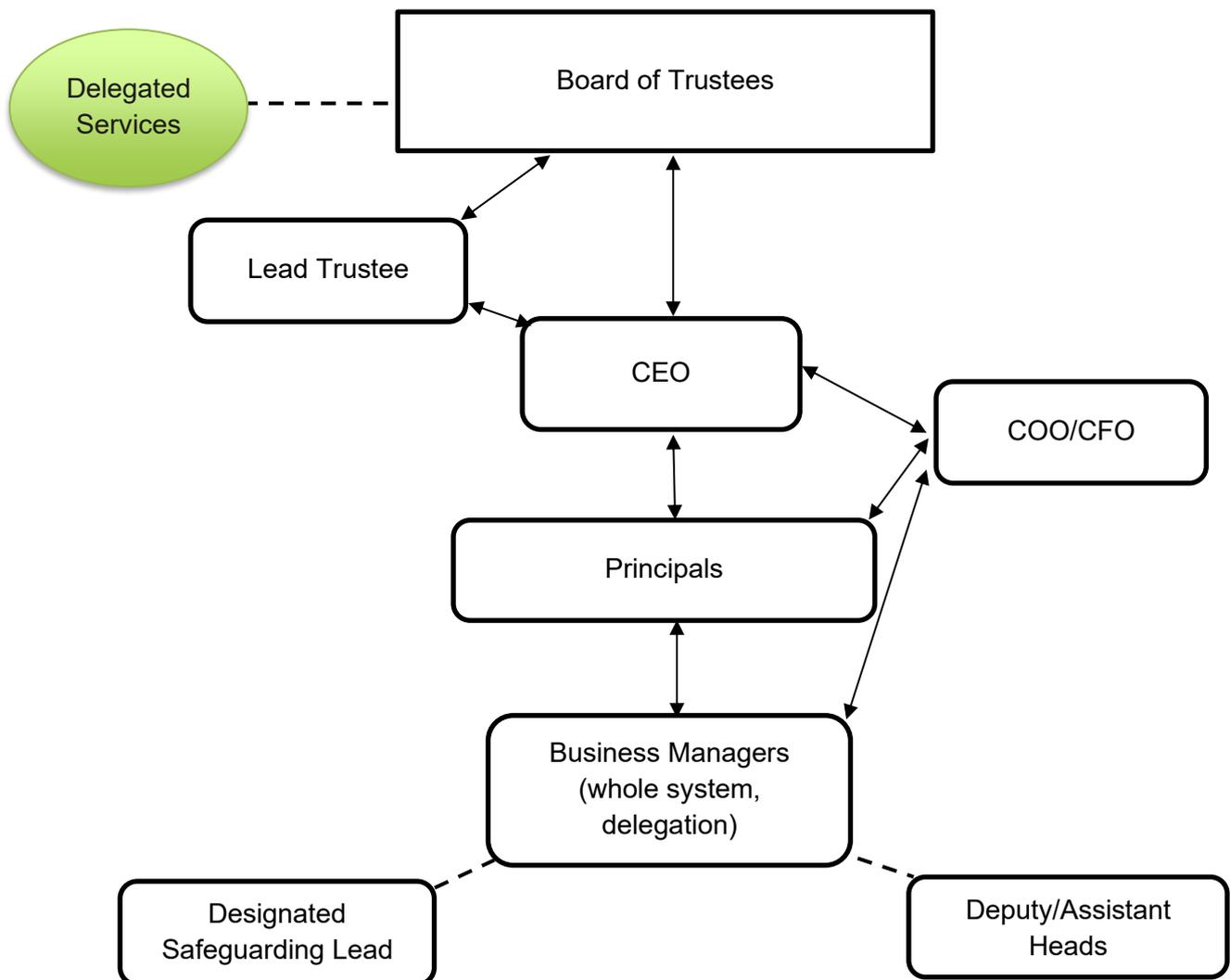
2.2 Functional elements: Committee structure



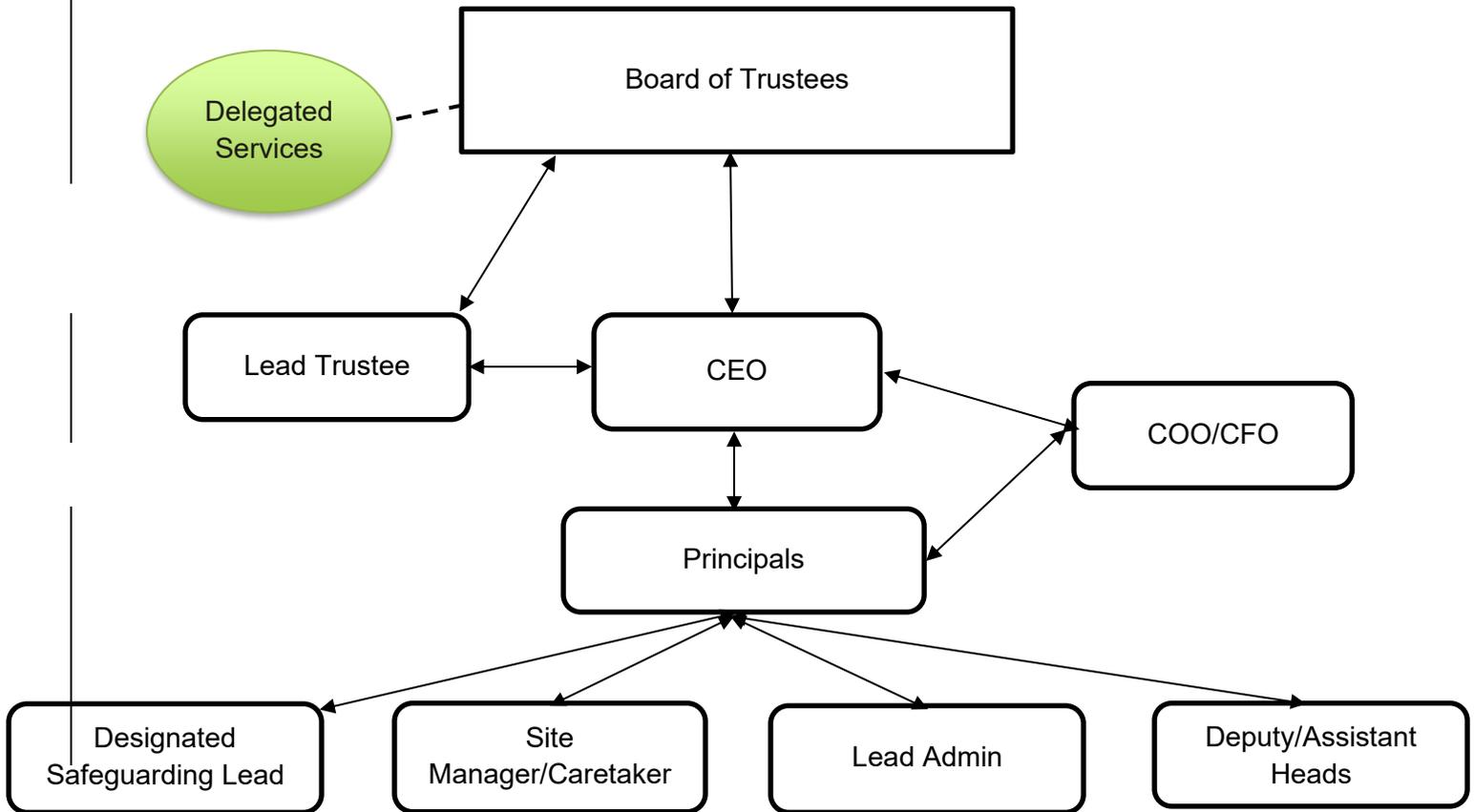
2.3 Functional elements: School organisation for health, safety and wellbeing showing links with safeguarding and food safety etc. (See flow chart below)

2.3.1 The posts with significant HS&W roles are set out in the chart below. Everyone has some responsibility and the chart is highlighting the major management lines.

Academy Approach A



Academy Approach B



2.3.2 A list of people and their jobs and health and safety roles follows in tables Staff members are in Table 1 and 2 with contractors in Table 3.

Table 1: Table of posts with major health and safety roles: school and governors

	HS&W Role	Position with Responsibilities
1.	H&S Lead(s) for the employer	H&S_Trustee
2.	Support to the Lead role(s)	Clerk to the Trustees and Lead Governance Professional
3.	Leader	CEO
4.	Coordinator	Principal or Business Manager
5.	First Aid Coordination	Lead First Aider
6.	Key Holder(s), fire and burglar alarms	Caretaker/SLT or nominated staff
7.	Premises management day to day	Site Managers or Principal
8.	Premises functions	Site Managers/Caretaker
9.	Staff Consultation	Union H&S representative or Staff volunteer consultation representatives
10.	Senior Leader: Curriculum Health and Safety	Principal or senior school leader
11.	H&S administration. Premises and statutory administration	School administrators

Table 2: Other posts with important health, safety and safeguarding roles.

	HS&W Role	Position with Responsibilities
12.	Educational visits co-ordinator	Nominated trained member of staff (could be TA or HLTA if trained)
13.	Visits leader	SLT or nominated staff
14.	Visits deputy	Teacher or other trained nominated staff
15.	Inclusion	SENDco
16.	Safeguarding Single central record manager	Business Manager/Administrator
17.	Safeguarding	Designated Safeguarding Lead
18.	Safeguarding deputy	Deputy designated safeguarding lead
19.	Administration of medicines	Trained nominated member of staff, HLTA, TA or First Aid lead
20.	Fire Marshalls co-ordinator	Various staff
21.	Lead SMSA	Nominated appointed member of staff
22.	Student Placement Co-ordinator	Nominated member of staff
23.	Work Experience	Nominated member of staff

Table 3: Table of external contractor’s posts with major health and safety roles.

	HS&W Role	External contractor
24.	HS&W advisor and “competent person”	Delegated Services
25.	Compliance management	3D Facilities
26.	Utility services advice	3D Facilities or other
27.	Cleaning Contract Manager	Cosmic or school staff
28.	Grounds Maintenance Contract Manager	CPS or other
29.	Fire Alarms	School contractor
30.	Fire-fighting equipment	School contractor
31.	Emergency Lighting	School contractor
32.	Entry systems. sSecurity CCTV	School contractor
33.	Pest control	School contractor
34.	Alarms monitoring	School contractor
35.	Electrical	School contractor
36.	Heating and hot water	3D Facilities or other
37.	Water hygiene and Legionella control	3D Facilities or other
38.	Glass emergency repairs	School contractor
39.	Overnight security call-out	School contractor
40.	Counselling services	School contractor

3.0 Health, Safety & Wellbeing Consultative Committee

3.1 The local academy will incorporate health, safety and wellbeing responsibilities in their committees hierarchy as appropriate.

3.1.1. The local academy recognises that the way forward in achieving effective management of our HS&W Policy and the arrangements necessary to fulfil the obligation includes the Audit and Risk/staff HS&W Consultative Committee, or a similar another committee incorporating these responsibilities.

Other people who may be able to contribute to matters under discussion when relevant but not at every meeting necessarily, are for example: The Educational Visits Coordinator, First Aid Lead staff, Personnel/HR, SENDCo, staff with safeguarding roles, high risk area teachers such as Science, D&T, PE, etc. Site managers/caretakers, etc.

H&S Advisors will be used as necessary.

3.1.2. The Health Safety & Wellbeing Committee shall meet 6 times a year (3 for meetings and 3 for walk rounds – governors need not be involved in walk rounds, only if they can) so as to give time and full consideration of, for example:

- Risk assessments, incident information, safety procedures and working practices;
- Reports on premises inspections, compliance, and building works;
- The resources required for training and development and other HS&W matters.

3.1.3 The Health, safety and Wellbeing Committee shall produce annually, in order to exercise an overview of the school's HS&W performance, produce a report for the Trust.

3.2 Arrangements for Safety Representatives or consultation with Employee Representatives.

3.2.1 Liaison and communication will take place with Trade Union Safety Representatives, or consultation with Employee Representatives about problems, hazards or defects either arising from or relating to activities at the school.

3.2.2 While most problems will be dealt with as they arise on a day to day basis those with longer term implications will also be discussed at the Health, Safety and Wellbeing Committee.

See: <http://www.hse.gov.uk/involvement/index.htm>

3.2.3 Specific issues that require immediate action will be made safe then remedied after consultation with the principal.

4.0 Monitoring and auditing Health, Safety and Wellbeing Performance

4.1. The CEO and lead Trustee will receive the annual reports which will identify strengths and development areas, propose achievable remedies, and set objectives for continuous improvement.

4.2. The report will provide an annual overview of, for example:

- Reported incidents, incident investigations, bump book analysis, lost time data and resulting preventative measures;
- Emergency procedures including lock down, fire precautions and first aid;
- Policies and arrangements introduced, risk assessments undertaken and procedures implemented;
- Internal and external inspections as well as audits;
- Wellbeing.

4.3. External support by incremental supportive auditing will take place annually and the outcomes also reported to committees.

5.0 References

The Health and Safety Executive website provides an extensive range of information.

Visit: www.hse.gov.uk

Key useful documents include:

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HSG 65 Managing for Health and Safety which can be downloaded free at
<http://www.hse.gov.uk/pubns/books/hsg65.htm>

This is the end of Document 1. Please see Document 2 for the “Organisation and Arrangements” where each post and role is described in rather more detail with key tasks. The main management activities are also laid out.

Produced by the Chief Executive Officer (CEO), Delegated Services, as Competent Person

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